

# Person Specification

**Post: Head of Finance**

**Department/directorate: Finance**

	Essential	Desirable	Measure: AF = Application form I = Interview A = Assessment test
<b>Qualifications and professional training</b>			
CCAB qualified accountant (or equivalent) with at least 3 years post qualification experience	X		AF
Evidence of relevant continuing professional development	X		AF
Advanced ECDL (Excel) or equivalent proficiency	X		AF
<b>Experience and knowledge</b>			
In depth technical accounting abilities & understanding of NHS finances	X		AF/I
Managerial experience	X		AF/I
NHS experience at a senior management level	X		AF/I
Significant involvement in the Annual Published Accounts process	X		AF/I
Knowledge & understanding of NHS developments and priorities	X		AF/I
Ability to contribute to the strategic thinking and direction of the Community Trust	X		AF/I
Advanced specialist knowledge of the financial issues affecting the NHS and in particular Community Trusts		X	AF/I
Knowledge of relationships between NHS organisations, Local Authorities and other partners		X	AF/I
Experience of working on service development and / or change management projects		X	AF/I
<b>Skills and attributes</b>			
Highly IT literate with detailed understanding of financial systems and technical spreadsheets	X		AF/I
Excellent analytical and reporting skills	X		AF/I
Extensive ability to capture, manipulate, analyse and interpret highly complex financial and non-financial data from a range of sources	X		AF/I

Strong problem solving skills, and able to make judgements relating to financial risk and assess its impact on the organisation	X		AF/I
Excellent communication and interpersonal skills. Able to communicate effectively at all levels both oral and written forms.	X		AF/I
Ability to work effectively with other professionals and actively contribute to groups	X		AF/I
Effective Management of workload within strict deadlines	X		AF/I
Ability to influence, command respect and to establish credibility quickly	X		AF/I
Professional and personal credibility	X		AF/I
Evidence of strategic thinking and innovation		X	AF/I
<b>Personal qualities</b>			
Self-motivated and able to work to tight deadlines	X		AF/I
Willing to adapt to new ways of working and embrace change	X		AF/I
Perseverance, flexibility and determination	X		AF/I